University of Toronto

Minor Modification Proposal:

Creating the Option for Graduate Students to Elect CR/NCR in an Existing Graduate Program

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| Please note: All proposals related to CR/NCR election must be discussed with the School of Graduate Studies and the Office of the Vice-Provost, Academic Programs prior to governance. Before filling out this template, please contact [vpp.systems@utoronto.ca](mailto:vpp.systems@utoronto.ca), copying [grad.minormods@utoronto.ca](mailto:grad.minormods@utoronto.ca), to request a list of your graduate unit’s POSts and course list. This information is needed for proposal development, approval and implementation. |

This template should be used to bring forward proposals for minor modifications to existing graduate degree programs under the UTQAP that create the option for graduate students to elect CR/NCR in accordance with the [University Assessment and Grading Practices Policy (UAGPP)](https://governingcouncil.utoronto.ca/secretariat/policies/grading-practices-policy-university-assessment-and-january-1-2020). The UAGPP provides Divisions/Faculties the flexibility to “establish procedures that allow individual students to elect to be graded within a limited number of courses using an alternate grade scale (i.e., CR/NCR where the course uses the normal numerical/letter grades).” These procedures are outlined in [SGS General Regulations 6.2.10](https://sgs.calendar.utoronto.ca/general-regulations#6.2.10), which states:

“Degree students in the School of Graduate Studies may not normally select any degree credits to be assessed on a Credit/No Credit basis. Graduate units may identify specific graduate programs in which students may elect to be assessed on a Credit/No Credit basis in specific courses on a limited basis. This information appears under the entry of the graduate unit offering the program.”

In order to support consistency for students within a degree program, the election of CR/NCR is made available to all students within that degree program, including those students who are completing a specific field or emphasis within that degree program. For example, a graduate unit could decide that all students in a professional master’s program will be able to elect CR/NCR in a limited number of courses. Election of CR/NCR is limited to degree programs (i.e., does not apply to offerings such as Collaborative Specializations). Unless a strong argument is made to the contrary, all professional programs leading to the same degree should have the same provisions for election of CR/NCR.

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| General Information — please fill out all fields | |
| Graduate degree program being modified:  (e.g., MSc in Immunology) |  |
| Graduate unit: |  |
| Faculty/Division: |  |
| Faculty/Division contact: |  |
| POSt codes that will be affected: Please specify exactly which POSt codes will be impacted, utilizing the POSt list provided by SGS (e.g., IM MSC). Please keep in mind variations within fields and concentrations if applicable. |  |
| Program requirement FCE total: |  |
| Course designator(s) and number(s) that will be included and excluded from CR/NCR election:  (Please append list in Appendix A.) |  |
| Version date:  (Please change as you edit this proposal.) |  |

# Summary

* Provide a brief summary of the proposed changes to create CR/NCR election in an existing graduate degree program on a limited basis.

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# Effective Date of Change

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# Academic Rationale

* What are the academic reasons for the change?
* Please explain how the program will maintain engagement and quality of experience for all graduate students regardless of whether they elect CR/NCR or the standard letter grading scale.
* Please address whether the ability to elect CR/NCR will have an effect on students due to the increase of CR/NCR grades on a transcript. Where appropriate, speak to the impact — if any — on students’ ability to succeed in subsequent applications for further education, funding and awards, or specific career pathways and professional associations.
* Please address current norms for CR/NCR within the discipline in peer programs, with similar learning and career outcomes for students.

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| Guidance:  Based on existing U of T norms, it would be very unusual to allow students to elect more than 10% of total degree program requirements on a CR/NCR basis. The UAGPP requires that election be in a limited number of courses.  Many course codes that signify “Other Academic Activities” utilize the CR/NCR grade scale for **all** enrolled students. These include theses, major research papers, placements (such as fieldwork, clinical placements and internships), practicums and program examinations. CR/NCR **election** by **individual** students is therefore **not** available for these course codes. These types of activities are not counted as part of the CR/NCR election limit as described above. See SGS guidelines on [Graduate Courses and Other Academic Activities](https://www.sgs.utoronto.ca/policies-guidelines/graduate-courses-other-academic-activities/) for further information.  Note that the ability to elect CR/NCR does not change the threshold for a passing grade in a graduate course, i.e., students with a final mark of B- or better would receive a grade of CR. Students with a final mark below B- receive a grade of NCR.  Election of CR/NCR may be **more** compatible with strong student engagement and quality of learning experience in:  elective courses;  cross-listed undergraduate/graduate courses where undergraduate students have been eligible to select CR/NCR.  Election of CR/NCR may be **less** compatible with strong student engagement and quality of learning experience in:  Core program requirements;  Any course where the letter grade may be required for future certification, e.g., for future graduate/professional school applications, grants or career pathways;  Courses that are assessed through an alternate grade scale, e.g., H (Honours), P (Pass), F (Failure), HH (High Honours), H (Honours), P (Pass), LP (Low Pass), F (Fail).  Note: Students may complete graduate courses offered by graduate units other than their home graduate unit. The external graduate unit determines the courses that may be elected as CR/NCR as those courses are under the authority of the external graduate unit. |

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# Impact on Students

* Outline the expected impact on continuing and incoming students, if any, and how they will be accommodated.

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# Consultation

* Describe any consultation undertaken with the students, faculty, Dean and chair/director. Address any major issues discussed.

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# Governance Approval

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| Unit sign-off  (Committee name and meeting date) |  |
| Dean’s office sign-off  (Name and date) |  |
| Faculty/division council approval (or delegated body) if applicable |  |

Appendix A: POSt and CR/NCR Course List

Using the lists provided by SGS (see page 1), please provide a full list of POSt(s) and course numbers and titles, and identify which will be eligible and ineligible for students to elect CR/NCR. For eligible POSts, please provide the **CNC Limit** (i.e., Maximum number of credits that a student in the program can take as CR/NCR.)

POSt(s) that will allow election of CR/NCR:

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| POSt 1: (e.g., CI MENG)  Limit for POSt 1: (e.g., Students may elect CR/NCR for up to 1.0 FCE)  POSt 2: [if applicable]  Limit for POSt 2: [if applicable] |

Courses eligible to be elected for assessment using the CR/NCR grade scale:

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Courses ineligible to be elected for assessment using the CR/NCR grade scale:

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Appendix B: Calendar Entry

Please use track changes to indicate where changes have been made. Boilerplate language related to CR/NCR election has been inserted in the sample entry in red. If you require assistance drafting your calendar entry, please contact the VPAP Office at [grad.minormods@utoronto.ca](mailto:grad.minormods@utoronto.ca).

Sample Entry:

Degree Programs

[Program X]

Overview

The [Unit Name X] offers [X] degree programs to students qualified to pursue studies involving [X areas of study].

Contact and Address

[Details specific to graduate program and unit]

Master of [Program X]

Program Description

The [X program] accommodates a diverse range of students’ interests. The interdisciplinary and transnational character of the program is reflected in the fact that students may take up to half their courses in other departments of their choice. Students may complete the degree program through full-time or part-time registration.

All incoming students meet with the Graduate Coordinator to discuss their program and to decide on their course of study before beginning classes.

Minimum Admission Requirements

* General Regulations of the School of Graduate Studies, provided that applicants also satisfy [Unit Name X’s] requirements stated below.
* An appropriate bachelor's degree from a recognized university that includes courses in literature and languages with an average grade equivalent to at least a University of Toronto B+ in the applicant's overall program.
* All applicants must register as full-time students.

Program Requirements

* Students admitted to [Program X] must complete at least **[X.X] full-course equivalents (FCEs)** including:
  + - [XXX1234H] Faculty Seminar (0.5 FCE)
    - at least 1.5 FCEs in [XXX] courses
    - Students may elect to take up to [X FCEs] of courses on a CR/NCR basis. Students may [or “may not”] elect to take [specify any course numbers here that apply] on a CR/NCR basis. (Note to proponents: If the list of eligible and/or ineligible courses is long, please insert “See list of eligible courses below from which students may elect as CR/NCR.”)
* Average of at least B+ in coursework.
* Students who intend to pursue doctoral studies are strongly advised to make appropriate plans for the acquisition of graduate-level competence in a second language and literature other than English.

Program Length

3 sessions full-time (typical registration sequence: F/W/S)

Time Limit

3 years full-time

Program X: X MA, PhD Courses

Not all courses are offered every year. Please consult the department's list of current course offerings.

Students in [Program X] may elect to be assessed on a Credit/No Credit basis in courses marked by the [symbol ⌘ here] up to a total of [X] FCEs.

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| XXX1234H⌘ | Faculty Seminar |
| XXX5678H⌘ | Practicum Course |
| XXX7576Y⌘ | Graduate Seminar |
| XXX8843H⌘ | Language Examination |