

Committee on Educational Policy Policy on Grade Option Changes

Effective Fall 2019, undergraduate students enrolling in a graduate course will have a letter grade as the default grading option. With this change, requests to change a P/NP grade obtained in a graduate course to a letter grade will not be entertained (except when other provisions in this policy apply).

Students in a major with a letter grade policy, who take a course for their major on a P/NP basis by mistake may:

- i) request that their program waive the letter grade policy for that course. This is at the discretion of the program
- ii) request the instructor to change the grade to the letter grade they would have obtained, on a form provided by the registrar's office. Such a change is at the discretion of the instructor.
- iii) ask that all courses for their major taken on a P/NP basis have their grades converted from a P to a C and a NP to an F. Such a request will be processed automatically by the registrar, who may charge an appropriate fee.

In cases where a student wishes to graduate but does not have letter grades in 75% of their courses (see SCR 10.1.1), upon request from the student, the Office of the Registrar will convert all P grades to C's and all NP grades to F's, starting with the most recent term and working backwards, until the 75% threshold is reached. The Registrar may charge an appropriate fee for this. In the earliest term for which this conversion has to be made, if all courses do not have to be converted to a letter grade to achieve the 75% threshold, the student may choose which courses should be converted to a letter grade. This will continue current practice but without the need for a petition to the Committee on Courses of Instruction (CCI).

With these changes, CCI will not entertain such requests for grade option changes in undergraduate courses except in exceptional circumstances not foreseen in this policy.

Approved by the Committee on Educational Policy on October 10, 2018; amended on September 25, 2019.