



Information
from
website

Credit/No Credit Grade Changes

What You Should Know

What is Credit/No Credit?

- A **Credit/No Credit (CR/NCR)** grade change provides a GPA-neutral grading option in place of a letter grade for students experiencing exceptional extenuating circumstances when other solutions (such as a retroactive withdrawal, grade of ILL) are not appropriate.
- To be considered as an extenuating circumstance, the situation must be unforeseen or unpredictable, and result in a significant personal crisis for the student, noticeably impacting their academic performance.

Credit/No Credit Guidelines

- Students are responsible for demonstrating the extenuating circumstances and the impact on academic performance.
- These extenuating circumstances are the result of:
 - an acute occurrence (not longstanding/chronic)
 - individual in nature: circumstances are related to an individual's lived experience and how they were individually impacted (not for example a global pandemic or strike)
 - there should be evidence to support that the grade received is not reflective of a student's typical/established academic record
 - there are no other institutional policies that would offer a reasonable solution to a student's circumstances (including backdated withdrawals, ILL grades, grade appeal, approach to repeat grades, etc.)

HOW TO SUBMIT AN APPEAL FOR A GRADE CHANGE

Students who have exceptional circumstances can submit their request online for review /consideration to the Assistant Dean/Delegate from their home Faculty/School. Final grades must be received before appealing a grade change.

Undergraduate Students

1. Apply through DalOnline
2. Web for Students
3. Apply for Academic Waiver select the 'grade change" in type

Include relevant information in the comments section (course, term)

Graduate Students

Graduate Students will need to use the PDF form Waiver of Academic Regulation. This form is submitted to the Graduate Coordinator/Administrator in their program Faculty.

The arguments and expectations of the petitioner must be clearly stated.

Include supporting documentation/evidence in relation to your circumstances. Providing supporting documentation with your waiver is the students' responsibility and can help inform the request/decision.

CONSIDERATIONS OF WAIVER APPLICATIONS

Deadlines

- Fall term Courses: February 1st
- Winter and Regular Term (September-April) Courses: June 1st
- May-June Courses: August 1st
- May-August Courses: October 1st
- July-August Courses: October 1st

If submitting your waiver after the deadline, you will need to include the reasons the appeal is late in the comments section of the form.

Important Information

- Instructors are not able to change grades to Credit/No Credit
- ALL appeals for a grade change must be submitted through the academic waiver process (see above) and will be reviewed by the student's Assistant Dean/Delegate
- Not all courses are eligible for the credit/no credit grade change. Students should consult with their individual Faculty for more information.
- Review **FREQUENTLY ASKED QUESTIONS** on website for more information

Decisions on Appeal/Waiver Request

- If appeal/waiver request has been approved by Assistant Dean/Delegate, this will be communicated to via email and the grade change will be submitted to the Registrar's Office.
- If appeal/waiver is not approved, this will be communicated to you via email. Students still have the option of appealing through the Faculty Appeals Committee process.
- Students are welcome to schedule a follow-up appointment with the Assistant Dean/Delegate to discuss the decision.

RESOURCES/SUPPORTS

Dalhousie Student Advocacy Services can support you in writing your waiver appeal. Contact DSAS by email at dsas@dal.ca

If you have questions about a grade or if you are considering an appeal, you can meet with an Academic Advisor for assistance

Ombudsperson Office can provide assistance to students navigating credit/no-credit to understand the approach and review the process.
Contact by email at ombuds@dal.ca