

# Credit Standing (CR) Grade Request

## Regulation 3(h)

Submit to:  
[gse.apc@queensu.ca](mailto:gse.apc@queensu.ca)

Please print NEATLY. Please ensure that ALL sections of the form are completed.

Surname:	Given Name:	Student Number:
Academic Plan/Sub-plan:	Year of Study:	Queen's Email Address:
Student Signature:		Date:

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.

**Regulation 3h:** Credit standing (CR) is a permanent designation normally reserved for exceptional cases where students, who have completed all of the work for a course, and achieved a passing grade in the course, but due to illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected. A student seeking credit standing in a course must submit their request (supported by their course instructor) and appropriate supporting documentation to the Smith Engineering Faculty Board Committee for consideration. If the request is granted, the designation CR will appear on the student's transcript in place of a letter grade. CR grades will not be included in the student's GPA, and cannot be reversed to a letter grade. Students may be granted credit standing for a maximum of 18.0 units during their entire program. Requests for credit standing must be submitted within one year of the end of the term in which the class was offered.

Course Code/Number	Course Instructor Name:	Course Instructor Email:
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**PLEASE NOTE:** Credit Standing (CR) grade requests are only approved in situations in which there are valid extenuating circumstances (that is, circumstances beyond a student's control and are further supported by official documentation, e.g. medical certificate, counsellor's letter, etc.)

In the space below, please summarize the official documentation you will be providing as well as your rationale for requesting a CR grade for the above course:

**To be completed by the Course Instructor:**  
 In the section below, please provide the grading scheme and assessed grades for the above student:

Assessment Component:	Weight:	Student Grade:
<i>Ex: Discussion Forum</i>	<i>Ex: 5%</i>	<i>Ex: 85%</i>

	Course Instructor Signature:	Date:	

	<b><i>To be completed by your Undergraduate Chair</i></b>	
	Do you support this request: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Please provide any further information in the space below:	
	Undergraduate Chair Signature:	Date:

	<b><i>For Faculty Office Use Only:</i></b>	
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
	APC Chair Signature:	Date: