Request for Authorizing Credit/No Credit Grading - Office of the Registrar
Luther College, Decorah, Iowa

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YEAR IN SCHOOL: (circle one) Senior Junior Soph. Fresh. Special Term____________________

I wish to authorize credit/no credit grading for the following course:

Term:
Course No & Title:
Credits:

- Any course taken on a credit/no credit basis may not be used to satisfy general graduation requirements or major/minor requirements.

Any sophomore, junior, or senior in good standing may elect to take a course credit/no credit. The following provisions apply:

1. CR/NC authorization is limited to one course per term (plus a one-credit PE skills course and private music lessons); a maximum of six (6) courses are allowed.
   This limitation does not include courses offered only on a credit/no credit basis, such as student teaching, etc., and any courses so noted in the course schedule or college catalog.

2. The instructor is not informed of the CR/NC authorization.
   The work of the student is treated like the work of any student in the course; the instructor will submit a letter grade (A-F) to the Registrar’s Office at the end of the term. Grades of C- or above will receive CREDIT; grades below C- will receive NO CREDIT.

   Because the instructor is not informed that a student is taking a course credit/no credit, the credit/no credit designation isn’t posted to a student’s record until the grade has been submitted by the instructor at the end of the term, but before it is released to the student.

3. The deadline for authorizing CR/NC grading coincides with the last day to add a course
   (i.e. eight days for full semester courses; four days for seven week courses).

4. Cancellation of the CR/NC authorization may be done up to the final CLASS DAY prior to final exam week.
   (For first seven weeks courses, this is the final day that class meets.) If the authorization is not canceled, the determination of credit will be based on the final grade submitted (as defined above). If a NC is recorded, the student may elect to have the letter grade substituted; request for this substitution must be made within 30 days of issuing the student’s grade report.

Any student, including first-year students, may authorize CR/NC grading for the one-credit PE skills courses, and private music lessons, and these courses may be used to fulfill graduation requirements.

Signature of Student
Date

Date received by Registrar’s Office

I have read the above and have received a copy of this authorization. ______________________

CR/NC - Revised 6/13