

REQUEST FOR CREDIT/NO CREDIT GRADING

Name _____ ID Number _____

Email Address _____ Phone Number _____ SPO _____

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

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

Term:
Course No & Title:
Credits:

Courses taken for credit/no credit CANNOT be used to satisfy general education 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.

I have read and understand the above statements and have received a copy of this authorization:

Student Signature _____ Date _____

Received by the Registrar's Office: _____

Complete the following to CANCEL your Credit/No Credit grading:

Please cancel my credit/no credit grading authorization for the above named course.

Student Signature _____ Date _____