



## CREDIT / NO CREDIT OPTION

If you wish to take any of the courses for which you are registered this semester on a "Credit / No Credit" basis, you must complete this form, and submit it to the Office of the Registrar within five school days after the start of the semester. All decisions become final on that date.

Students are allowed to take up to four courses during their period of enrollment on a "Credit / No Credit" basis. Any course may be taken on this basis except ITXA-100, MATH-099, WRTG-100, WRIT-2XX, COLLST-499, HALLMK-499 or courses offered by the School of Science & Health (Consult with the chairman of the School of Science & Health if interested).

Neither the designation "CR" nor the designation "NC" will affect the student's grade point average. To obtain credit, you must earn at least a "C-" average in the course.

### SOME COMMENTS ON THE "CREDIT / NO CREDIT" OPTION:

- The "Credit / No Credit" option is specifically designed for students who have relatively high cumulative averages, and who wish to take an additional course outside their major curriculum requirements. Many students, however, consider taking a course on the "Credit / No Credit" basis for other reasons. Following are some comments which are based on the experiences of students who have exercised the option in the past.

### YOU SHOULD NOT take a course on the "CREDIT / NO CREDIT" basis if:

- How well you perform in the course would be of interest to a prospective employer or graduate school
- The course is an integral part of your major/curriculum
- You are afraid you might not pass the course. Remember that if you fail to pass the course, whether you are taking it for a grade or "Credit / No Credit," you will have to repeat it if it is a required course or, if an elective, repeat the course or take a substitute course. **If you earn the equivalent of a "D+" or "D" grade, and are taking the course for a letter grade, you have the option of repeating it. However, if you earn the equivalent of a "D+" or "D" grade, and are taking the course on a "Credit / No Credit" basis, the instructor must assign you NO CREDIT, and you will have to repeat the course.**
- You are repeating a course; a CREDIT doesn't indicate the degree of improvement you made. And if you improve only to the level equivalent to a "D+" or "D" grade, you will get NO CREDIT, and be required to take the course for the third time.
- You are a relatively good student who expects to do less than your normal "standard" of work in a specific course. Most good students perform well, and often earn the equivalent of an "A" or "B" grade in the course. It is preferable to have the "A" or "B" on the transcript, rather than a "CR."
- You can earn a grade which is equivalent to or higher than your cumulative quality point average. Any better grade will raise your cumulative average; any grade which approximates your cumulative average will hardly have an effect on it.

Additionally, we do not recommend that you take three or four courses on the "Credit / No Credit" basis in your senior year.

### Re: Exercising the "Credit / No Credit" option for Science and Math courses

It is the student's responsibility to secure the signature of the Dean on the form as indication that permission has been granted for the option. If, however, the student submits a form for one of these courses without the necessary approval, the Registrar's Office reserves the right to process OR reject it, depending on the circumstances.

Approval of the Dean of the College of Science, Health and the Liberal Arts: \_\_\_\_\_

**\* During a Fall or Spring term, Evening and Graduate "Credit / No Credit" Forms are DUE BEFORE the second meeting of the class. You cannot change your mind after the last day to add a course (see Academic Calendar)**

### PLEASE PRINT:

\_\_\_\_\_  
Last First M.I. Student ID #

\_\_\_\_\_  
Course ID Course Title

\_\_\_\_\_  
Your Signature Date