

REQUEST FOR CHANGE IN GRADING OPTION TO CREDIT/NO CREDIT (CR/NC)



Deadline: Submit to Registrar's Office before the end of the Add/ Drop Period. See Academic Calendar for dates.

Important:

- Courses used to fulfill General Education requirements may not be taken as Credit/ No Credit. **Do not** elect this option if you intend to use this course to fulfill a general education requirement.
- Some majors/minors will not allow the use of courses taken as Credit/No Credit – it is your responsibility to verify that your course can be used in the major/minor if you elect this grading option.
- To earn a passing grade (CR) you must earn the equivalent of at least a C letter grade in the course.
- Some courses do not allow this option and must be taken for a letter grade – the Registrar's Office will verify the availability of this option before processing this request.
- Once filed with the Registrar's Office, this choice cannot be revoked. It is your responsibility to verify that choosing this option will not negatively impact your fulfillment of requirements. We strongly recommend that you meet with your advisor before making this choice.

Name (First MI Last) _____ Date _____

LC ID# _____ Phone _____ Email _____

Advisor _____ Class SR JR SO FR

Current semester (semester & year) _____

STEP 1

List the course for which you request the change in grading option from letter grade to CR/NC. (We recommend that you check with the Office of the Registrar to be sure the course can be taken using the CR/NC option.)

(Example: ART-201-02) _____

STEP 2

Meet with the instructor of the course and ask for approval to take the course under the CR/NC grading option. If your instructor approves of the grading change, approval may be indicated below.

To Instructor: To earn a passing grade (CR) the student must earn the equivalent of at least a C letter grade in the course.

Instructor's signature (approval) _____ Date _____

Instructor's name (printed) _____

STEP 3

Sign below indicating that you understand the conditions and wish to change the grading option of this course to CR/NC

Student's signature _____ Date _____

STEP 4

Return this form to the [Office of the Registrar](#) **before** 4pm on the last day of the add/drop period.

For Office Use Only

Verify grading option is available

Verify instructor

Date _____

Initials _____