

Credit/No Credit Option Form

Last Name: _____ First Name: _____

SSN/ID #: _____ Phone #: _____

Semester: Fall Spring Summer 20____

CREDIT/NO CREDIT OPTION (current term only)

- I am requesting to take the following course(s) as Credit/No Credit. This means that I will NOT receive a letter grade. I am aware that this course will NOT calculate into my G.P.A. I am also aware that after the published deadline for the given semester, I will not be able to alter this grade or the requested grading option.

<u>Course Title</u>	<u>Course ID#</u>	<u>Instructor</u>	<u>Units</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LETTER GRADE OPTION (current term only)

- I am requesting to take the following course(s) for a letter grade. This grade WILL calculate into my G.P.A. I am also aware that after the published deadline for the given semester, I will not be able to alter this grade or the requested grading option.

<u>Course Title</u>	<u>Course ID#</u>	<u>Instructor</u>	<u>Units</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

➔ **Student Signature** _____ **Date** _____

IMPORTANT INFORMATION

- ◆ The course must be listed with a Credit/No Credit option in the catalog (O)/schedule (+).
- ◆ These courses may count toward satisfactory completion of an AA/AS Degree.
- ◆ These courses shall be used in calculating probation and/or dismissal status.
- ◆ The student must submit this form to the Admissions Office on/or before the 4th Friday of the regular semester; the 2nd Friday of the mini-semester; or the 1st Friday of the summer session.
- ◆ Individual transcripts will reflect only a “CR” or “NC”.

WARNING: Four-year colleges typically DO NOT accept transfer credit for courses taken with a CREDIT/NO CREDIT grade. If you are planning to transfer this course(s), you should check with a counselor before you select your grading option.