

CHANGE OF GRADING OPTION FORM – B

This form will be processed and recorded in the PeopleSoft System of Record after the Academic Review Process has taken place.

(This form is to be used by students who ENTERED THE COLLEGES FALL 2018 AND LATER when changing grading option from a GRADED course to a course to be taken as CREDIT/D CREDIT/NO CREDIT. NOTE: Some majors and minors do not accept CR grades, and some accept only one. This applies to cognate or cross-listed courses, and individual approvals for substitutions, as well as to departmental courses. Please check your courses carefully.)

Effective Fall 2018 and with the incoming FY classes of Classes of 2022, ALL courses are to be offered as GRADED ONLY with the exception of those approved by the Committee on Academic Affairs (CoAA) to be offered as CREDIT/D-CREDIT/NO CREDIT ONLY.

A full credit course may only be changed to a CR/NC/DCR grading option **after** the course is completed and the instructor has submitted a final letter grade to the Registrar. Students retain the option to change a course to CR/NC/DCR following the same deadlines as those that exist for incomplete grade submission. For courses taken in the Fall semester, students have until the sixth week of the Spring semester to make a change. For courses taken in the Spring semester, students have until the end of the second week of the Fall semester to make a change. Seniors in their final semester will only be able to change their grading option up until the end of the eleventh week of the semester.

A student may change a full credit course from a letter-graded option to a CR/NC/DCR graded option by submitting this form, approved by the student's adviser, to the Registrar under the timelines mentioned above. These forms will be processed and recorded in the PeopleSoft System of Record after the Academic Review Process has taken place. However, students may not change a full credit course from a letter-graded option to a CR/NC/DCR graded option if they stand accused of a violation of the principle of academic integrity or if they have been found responsible for such a violation.

Changing a full credit course from letter-graded option to CR/NC/DCR graded option is not reversible. Once the action has been taken, the change is final and no petitions to the Committee on Standards will be allowed, unless a student is petitioning to use the course toward a major and/or minor.

Courses taken "CR/NC/DCR" are not calculated in the GPA. For the purpose of review, a grade of CR indicates course work was C- or better. A grade of DCR indicates course work sufficient for credit for the degree, but lower than a C-. A grade of NC indicates work lower than a D- and is not sufficient for credit towards the degree. The Change of Grading Option policy limits the CR/NC/DCR and D grades to 4 total. **WHEN REPEATING A CLASS:** Students may repeat courses in which they have earned a grade below a C- (1.7). Courses with a grade of C- or better may not be repeated. The deans will not approve any exceptions. The student's permanent transcript records each time a course is taken, including the grade. Courses repeated at other institutions and transferred to the Colleges are not included in the GPA nor are they treated as HWS course repeats. Repeated courses count only once toward the 32 courses required for graduation. **Courses can only be repeated for a letter grade and not for CR/NC/DCR. The letter grade will be used when repeating a course with any instance of the course having earned a grade of NC or DCR.**

In order to be eligible for Deans List in a given semester, at least three of the courses must be taken for grades, with no grades below C-.

DATE: _____

			HO or WS	
LAST NAME	FIRST	MIDDLE	COLLEGE (circle one)	STUDENT ID NO.

SEMESTER	MAJOR	MINOR	YR. LEVEL	

ARE YOU REPEATING THIS COURSE? Courses can only be repeated FOR A LETTER GRADE and not for CR/NC/DCR.

DEPT. COURSE NO. _____ COURSE TITLE _____
(IE: HIST-100-01)

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(IE: HIST-100-01)

*STUDENT SIGNATURE: _____ DATE _____

**By signing this form, I confirm that I am not requesting a change of course grading option for this full credit course to CR/NC/DCR if I stand accused of a violation of the principle of academic integrity or have been found responsible for such a violation.*

ADVISOR SIGNATURE: _____ DATE _____

