

CHANGE OF GRADING OPTION FORM

(This form is to be used when changing grading option from a GRADED course to a course to be taken as CREDIT/D CREDIT/NO CREDIT or vice versa – see below.)

DUE BY THE ELEVENTH WEEK OF THE SEMESTER

Students may choose between a letter-grade and a “CR/DCR/NC” grading option in many of the courses taken, unless otherwise specified. This choice is indicated at the time of registration for the course but may be changed with the signed approval of the advisor at any point prior to the end of the 11th week of the semester. The Change of Grading Option Form must be filed by the student at the registrar’s office by the end of the 11th week of the semester.

Courses taken “CR/DCR/NC” 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. No more than four grades above F but below C- (D+, D, D-, or DCR) may be counted toward the 32 semester equivalent courses toward the degree.

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

DATE: _____

LAST NAME	FIRST	MIDDLE	HO or WS COLLEGE (circle one)	STUDENT ID NO.
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SEMESTER	MAJOR	MINOR	YR. LEVEL
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DEPT. COURSE NO. (IE: HIST-100-01)	COURSE TITLE
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STUDENT SIGNATURE: _____ DATE _____

ADVISOR SIGNATURE: _____ DATE _____