

# CHANGE OF GRADING OPTION FORM-A

*(This form is to be used by students who ENTERED THE COLLEGES PRIOR TO FALL 2018 when changing grading option from a GRADED course to a course to be taken as CREDIT/D CREDIT/NO CREDIT – see below. 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.)*

## **\*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 11<sup>th</sup> 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 11<sup>th</sup> 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. **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. In computing the student’s GPA, the highest grade will be used. 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.**

**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.**

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

DEPT. COURSE NO. (IE: HIST-100-01)	COURSE TITLE
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DEPT. COURSE NO. (IE: HIST-100-01)	COURSE TITLE
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\*STUDENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

*\*By signing this form, I certify 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 \_\_\_\_\_