

CHANGE OF GRADING OPTION FORM - **SPRING 2020** (FYs, Sophomores, Juniors)

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, or JUNIOR STUDENTS IN SPRING 2020 when changing grading option from a GRADED course to a course to be taken as CREDIT/D CREDIT/NO CREDIT. Exception for Spring 2020: Courses earning a CR grade may be used for majors and minors, as well as for goals.)

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. For Juniors in Spring 2020, grades will be posted according to the grading status currently in place in the student's schedule.

A full credit course may only be changed to a CR/DCR/NC 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/DCR/NC 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. **FOR SPRING 2020 COURSES, CHANGES OF GRADING OPTION MUST BE SUBMITTED BY SEPTEMBER 4, 2020.**

A student may change a full credit course from a letter-graded option to a CR/DCR/NC graded option by submitting this form, approved by the student's adviser, to the Registrar under the timelines mentioned above. Signed and scanned forms may be sent to one of the Registrar staff members or to Registrar@hws.edu. If scanning is not available, the student may send an emailed declaration of change of grading option. In the text of the email, please include your name, ID#, and the Spring 2020 course number and title of the course to be changed, and forward the primary adviser's approval of the change within the email chain. Changes 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/DCR/NC 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/DCR/NC 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/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. The Change of Grading Option policy limits the CR/DCR/NC and D grades to 4 total. **SPRING 2020 COURSES ARE EXEMPT FROM THIS RULE AND WILL NOT COUNT TOWARD THE TOTAL OF 4 CHANGES TO CR/DCR/NC.**

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, if credit was earned. Courses can only be repeated for a letter grade and not for CR/DCR/NC. The letter grade will be used when repeating a course with any instance of the course having earned a grade of NC or DCR. **SPRING 2020 COURSES ARE EXEMPT FROM THIS RULE AND MAY BE REPEATED FOR CR/DCR/NC.**

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-.

			HB	WS
LAST NAME	FIRST	MIDDLE	COLLEGE	STUDENT ID NO.
			(circle one)	
SPRING 2020	MAJOR	MINOR	YR. LEVEL	

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

DEPT. COURSE NO. _____ COURSE TITLE _____
 (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 _____