

CHANGE OF GRADING OPTION - **SENIORS IN SPRING 2020**

(This form is to be used by students EXPECTING TO GRADUATE IN MAY 2020 OR OVER SUMMER 2020 when changing grading option from a GRADED course to a course to be taken as CREDIT/D CREDIT/NO CREDIT – see below. This applies to Spring 2020 courses only. EXCEPTION for Spring 2020: grades of CR may be used toward majors and minors, as well as goals.

DUE BY MAY 18 AT 5PM FOR SPRING 2020 COURSES

Students may choose between a letter-grade and a “CR/DCR/NC” grading option. This choice is indicated at the time of registration for the course but may be changed with the signed approval of the advisor **BY 5PM on MAY 18 for Spring 2020 courses**. The Change of Grading Option Form must be filed by the student via email 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.

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 toward 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-. Courses with a grade of C- (1.7) 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 letter 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, if credit was earned. The letter grade will be used when repeating a course with any instance of the course having earned a grade of NC or DCR. **EXCEPTION for Spring 2020: courses may be repeated for CR/DCR/NC.**

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. **EXCEPTION for Spring 2020: grades of CR may be used toward majors and minors, as well as goals.**

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-.

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

Rev. 04/15/20