



## Application for Undergraduate Credit/No-Credit Option

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Students use this application to change the grading structure of a particular course from the traditional letter grading method to a credit or no-credit option. Students who receive a C or better in the course will earn academic credit for the course, while a D or lower will result in no credit being earned for the course. Regardless of the outcome, the student's term and cumulative grade point average are not affected. Their transcript will display a CR or NCR for the course.

### Requirements

Students must make sure of the following:

- The course selected under the credit/no-credit option may not be specifically required by the student's department/academic program for graduation (the student's academic advisor will identify, for the advisor's own majors, those electives that may be selected under this option).
- No more than six courses may be selected under this option during an entire undergraduate program.
- Only one course per term may be taken on a credit/no-credit basis.
- A student may not select or change the credit/no-credit option in any course after the end of the add/drop period.
- Students on probation may not select the credit/no-credit option.
- Students must be officially scheduled for the courses that they would like to apply for with the credit/no-credit option.
- Your transcript should include a special notation indicating that the course was taken with the credit/no credit option.

Once you have completed the application, please submit this form to your academic advisor for signature and processing.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

University ID \_\_\_\_\_ Drexel Email \_\_\_\_\_

Term: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer

Course ID \_\_\_\_\_ Section \_\_\_\_\_

Number of Prior Courses Taken with Credit/No-Credit Option \_\_\_\_\_

By signing below, I certify that I have read the terms and conditions listed above regarding requesting a credit/no-credit option.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Approving Officials

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By signing below, I verify that the student and the course selected meet the criteria for the credit/no-credit option.

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by University Registrar \_\_\_\_\_ Date Processed \_\_\_\_\_