



Optional Credit/No Credit Grading Policy

I. Mandatory CR/NC Grading

- A. Some courses, as indicated by their catalog descriptions are offered for CR/NC grading only. Such courses are designated by the sponsoring department. Enrollment in these courses are not counted in the 16-unit limit or the 2-course/6 unit limit described in II-A below.
- B. All challenge examination credit will be awarded on CR/NC basis only. Credit for courses in a student's major will be given letter grades only.

II. Optional CR/NC Grading

A student may elect to be graded on a CR/NC basis in those courses which are designated by the University as being approved for optional grading. Courses designated for CR/NC grading will be shown in the catalog with the bold-faced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply:

- A. A student may take up to two courses per semester, not to exceed six units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 16 units for all college level work to be counted towards a bachelor's degree, including all transfer work, and six units for a master's degree including all transfer work.
- B. A student who opts for CR/NC must already be regularly enrolled in the course. Before the end of the third week of classes, the student must file the CR/NC request form in the Registrar's Office. A student may not change from one grading option to the other after the end of the third week of classes.
- C. A course may not be repeated as CR/NC if the student has previously been enrolled in that course for the traditional grading option. A course may be repeated for CR/NC only if a grade of NC has been earned previously.
- D. **Undergraduate students and post-baccalaureate students** seeking a second degree will be given a grade of CR for coursework equivalent to a grade of C- or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. "NC" will be assigned for coursework equivalent to a "D+," or lower. For **graduate courses** designated as mandatory CR/NC, the grade of "CR" will be given for coursework equivalent to a grade of "B-" or better. "NC" will be given for coursework equivalent to a "C+," or lower grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.
- E. Courses in the student's major may not be taken as CR/NC unless designated as mandatory CR/NC grading.
- F. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA in all Cal Poly Pomona work attempted. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous work recorded at Cal Poly Pomona). A graduate student must have earned at least a 3.0 GPA. New students enrolling at Cal Poly Pomona for the first time are eligible if they were admitted on a "clear" basis.

III. Grades of CR/NC are not included in the student's grade point average. Courses for which CR is recorded will be counted as units completed only.

IV. These regulations apply to all students enrolling at Cal Poly Pomona including non-matriculated students in the Extended University program, summer session, and workshops who wish to elect courses on a Credit/No Credit grading basis.

Check Course Grading Basis Eligibility for CR/NC

1. Check the CPP Catalog: <https://catalog.cpp.edu>
2. On the Catalog Search box (top left), input the Department and Catalog Number: *for example, BIO 1210*
3. Click on the course name, check the Grading Basis. If the course indicated "Graded Only", this course is eligible to receive a grade, not Credit/No Credit. If the Grading Basis indicates "Student Choice", Credit/No Credit may be eligible.



Optional Credit/No Credit Grading Request

Instruction:

- Check the course grading basis eligibility before completing this request (steps included on page 1)
- Complete this request entirely and submit to the **Registrar's Office** by the **end of week three of classes**.

Term/Year: _____

Name _____ Date: _____
First MI Last

Bronco ID: _____ Email: _____@cpp.edu Phone #: _____

Major/Option: _____

I request the following course(s) for Credit/No Credit Grading:

Course Reference Number (CRN): _____ Department & Catalog Number: _____ Units: _____

Course Reference Number (CRN): _____ Department & Catalog Number: _____ Units: _____

Have you been enrolled in the above course(s)? Yes No

I verify that all of the above information is a true statement that I have examined the catalog and have determined the course(s) listed above is/are not required course(s) in my major or option; I HAVE READ THE CREDIT/NO CREDIT POLICY on page 1; I understand if this request is found to violate any part of the policy governing CR/NC grading, my request will be denied at any time.

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approve <input type="checkbox"/> Denied Reason: _____	
Checked/Processed by: _____	Date: _____