STUDENT REQUEST FOR OPTIONAL CREDIT/NO CREDIT GRADING

DATE: __________________________
(Please Print)

Bronco No. __________________________

LAST NAME FIRST MI

STREET ADDRESS

CITY STATE ZIP CODE

I request that my enrollment in the following course(s) be for Credit/No Credit grading:

/ / COURSE REFERENCE NUMBER DEPT. & CATALOG NUMBER UNITS

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Have you previously 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 that the course(s) listed above is (are) not required course(s) in my major or option; that I HAVE READ THE CR/NC POLICY ON THE REVERSE SIDE; and that I understand if this request is found to violate any part of the policy governing CR/NC grading, my request will be nullified at any time.

_____________________________________________  _______________________
STUDENT SIGNATURE                      DATE

FOR OFFICE USE ONLY

APPROVED __________________ DENIED __________________ REASON __________________

CHECKED BY __________________ DATE ______________

ORIGINAL: Registrar's Office
COPY: Student

F-1684-04 Rev. 4/04
OPTIONAL CREDIT/NO CREDIT GRADING POLICY

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 (refer to the Class Schedule and/or University Catalog). Some courses are designated mandatory CR/NC which means all the students in the course receive either CR or NC. The following conditions apply:

1. A student may take up to 2 courses per quarter, not to exceed 8 units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 24 units for all Cal Poly work to be counted towards a bachelor’s degree, and 8 units for a master’s degree.

   All transfer work designated as CR/NC will be mandatory CR/NC only. Enrollment in mandatory CR/NC will not be counted in the limits defined in #1 above.

2. A student who opts for CR/NC must already be regularly enrolled in the course(s). The student must file the CR/NC request in the Records Office before the end of the third week of classes. A student may not change from one grading option to another after the end of the third week of classes.

3. Under the repeated course policy, a course may not be repeated as CR/NC if the student was enrolled previously for the traditional letter grade option. However, this rule does not apply to those courses which may be repeated for credit, such as Physical Education activity courses. See the catalog course description.

4. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA and a graduate student a 3.0 GPA in all Cal Poly work attempted. New students enrolling at Cal Poly for the first time are eligible if they were admitted on a “clear” basis.

5. Courses in the student’s major (”Core Courses in Major” or Option Courses” on the student’s curriculum sheet) may not be taken as CR/NC unless designated as mandatory CR/NC grading.

6. UNDERGRADUATE AND SECOND BACHELOR’S DEGREE STUDENTS

   Undergraduate courses taken for CR/NC will be graded as CR for coursework equivalent to a grade of C or better and NC for C- or lower.

   Graduate courses will be graded CR and A/B grade and NC for B- or lower.

7. GRADUATE STUDIES

   Graduate courses taken for CR/NC will be graded as CR for A/B grade and NC for B- or below.

   Courses below 300 taken for CR/NC will be graded CR for C grade or better and NC for C- or lower and will not be counted in the 2 course/8 unit limit.

8. CREDIT BY EXAMINATION

   Except for courses in the major or option, all Credit by Examination will be graded on CR/NC basis only. Courses in a student’s major or option will be given letter grades only.