DUE DATE:

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA Pomona, California

REGISTRAR'S OFFICE

STUDENT REQUEST FOR OPTIONAL CREDIT/NO CREDIT GRADING

				_	QUARTER	/ YEAR
DATE:			D	N.I.		
(Please Print)			Bronco	No		
LAST NAME	FIRST	MI		·		
STREET ADDRESS						
CITY	STATE	ZIP CODE				
I request that my enrolli	ment in the follow	ring course(s) be for Cred	dit/No Credit g	rading:		
COURSE REFERENCE NU	JMBER	DEPT. & CATALOG N	/ UMBER	UNITS		
COURSE REFERENCE NU	/ IMBER	DEPT. & CATALOG N	/ UMBER	UNITS		
Have you previously bee	n enrolled in the a	bove course(s)? YES	S N	10		
I verify that all of the abo above is (are) not requir understand if this reques	ed course(s) in my	major or option; that I	HAVE READ 7	THE CR/NC POL	ICY ON THE REVERS	SE SIDE; and that I
STUDENT SIGNATUR	E				DATE	
		FOR OFFIC	E USE ONLY			
APPROVED		DENIED		REA	SON	
		CHECKED BY			DATE	

ORIGINAL: Registrar's Office COPY: Student

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:

 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.