

# COLLEGE OF THE CANYONS

## Credit/No Credit Grading Option Petition

This petition must be submitted by the deadline date published in current semester's schedule of classes.

Student Name: \_\_\_\_\_  
Last First Middle

Social Security/ID Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

My Current Academic Program is: \_\_\_\_\_

I have completed \_\_\_\_\_ semester units of college work for credit.

I request that I be registered as taking the course listed below on a credit/no-credit basis.

Section Number	Course Name & Number	Units
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I understand that electing to take this course with Credit (CR)/No-Credit (NC) grading means that I will receive a CR if complete the course with C grade or better. Conversely, I will receive a NC grade if my work is at a D grade or below. This course will not be used in calculating my Grade Point Average, but will be used in calculating progress probation/dismissal. In addition, I understand that this course CANNOT be used toward a major for an associate degree (exceptions are made for Liberal Arts & Science majors), and MAY not transfer to a four-year institution. Once I choose a CR/NC grading option I CANNOT reverse that decision at a later date. I have read the specific regulations as stated on the back of this form.

Today's Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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Counselor Approval:

Date: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

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Admissions & Records Office:

Date Petition Received: \_\_\_\_\_

Initials: \_\_\_\_\_

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Distribution:  
White: Admissions & Records  
Yellow: Student Copy

A&R 023 CR/NC Petition  
7/23/09

This form needs to be filled out completely in order to be processed.

1. Please fill out your name, ID number, Birthdate, the term this petition applies to, your academic program, the total number of units you have completed, and the section and course that you would like to take for CR/NC or Pass/No Pass.
2. Please read the paragraph below and sign and date the form.
3. Bring the form to the Counseling Office to see a Counselor. The Counselor must approve this form in order for it to be processed.
4. Once a Counselor approves the form, please bring it to the Admissions and Records office for processing.
5. The Admissions and Records staff will change your grading option to CR/NC or Pass/No Pass if this form is turned in prior to 30% of the class being complete. If you turn in this form after the 30% of the class has been completed, we cannot process this request.
6. The Admissions and Records staff will give you a copy of this form.

Please Note: Once you have turned in this form, you cannot change your grading option back to a letter grade option.

## **Credit/No Credit Grading Option Regulations**

- 1 A maximum of 18 units of credit can be applied towards the associate degree. Credit (CR)/no credit (NC) grades received as a result of awarding Advanced Placement units are exempt from the 18 unit limit.
- 2 Students who elect to take a course on a Credit/No Credit basis must receive approval of their counselor and file a Credit/No Credit Grading Option petition in the Admissions & Records office before 30 percent of the semester/term transpires. Check the schedule of classes for full-semester deadline dates.
- 3 Courses in which this option is available are listed in the college catalog. Generally, no course taken for a Credit/No Credit grading option may be used toward a major for an associate degree. Exceptions are made for Transfer Studies and General Arts & Science majors, who are limited to 9.0 units of CR/NC towards the major. Students should be aware that courses graded CR/NC might not be accepted in a transfer major, and are advised to consult with their intended transfer institution.
- 4 Students who elect to be graded on a Credit/No Credit basis CANNOT reverse the decision at a later date.
- 5 Students taking courses on a Credit/No Credit basis are held responsible for all assignments and examinations.
- 6 Students electing to be evaluated on Credit/No Credit basis will receive Credit (CR) upon satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of No Credit (NC). Courses graded on a Credit/No Credit basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal.
- 7 Students electing to take courses on a Credit/No Credit basis must meet any course prerequisite prior to enrolling in the course.
- 8 The Credit/No Credit grading option is not applicable to courses taken through Credit by Examination.
- 9 Some courses are offered on a Credit/No Credit basis only. These courses are listed in the college catalog.