## Change of Grading Option Form

This form is to be used for changing an earned letter grade into a CR/DCR/NC grade (Credit/D-Credit/No Credit). For the purpose of review, a grade of CR indicates course work earned C- or better. A grade of DCR indicates course work was sufficient for credit for the degree, but lower than a C-. A grade of NC indicates work lower than a D- and is not sufficient for credit towards the degree.

## The Policy

All courses are to be offered as graded only, with the exception of those approved by the Committee on Academic Affairs (CoAA) to be offered as CREDIT/D-CREDIT/NO CREDIT only. A full-credit course may only be changed to a CR/DCR/NC grading option after the course is completed and the instructor has submitted a final letter grade to the Registrar. Students may change from a letter grade to a CR/DCR/NC grade anytime between when their letter grade is posted until two weeks after the deadline for Incomplete grade submissions. For courses taken in the Fall semester, students would have until the eighth week of the Spring semester to make a change. For courses taken in the Spring semester, students would have until the end of the fourth week of the Fall semester to make a change. Seniors in their final semester will be able to change their grading option up until the end of the eleventh week of the same semester they are taking the course.

A student may change a full credit course from a lettergraded option to a CR/DCR/NC graded option by submitting this form, approved by the student's primary

ADVISOR SIGNATURE:

advisor, to the Registrar under the timelines mentioned above. However, students may not change a full credit course from a letter-graded option to a CR/DCR/NC graded option if they stand accused of a violation of the principle of academic integrity or if they have been found responsible for such a violation. Students also may not change a course they are repeating to a CR/DCR/NC grading option, unless that course is designated as a Topics course and they are taking a different topic than the one they were previously enrolled in.

Changing a full credit course from letter-graded option to CR/DCR/NC graded option is not reversible. Once the action has been taken, the change is final and no petitions to the Committee on Standards will be allowed, unless a student is petitioning to use the course toward a major and/or minor. The Change of Grading Option policy limits students to a total of four CR/DCR/NC changes.

## **Additional Considerations:**

- CR/DCR/NC grades are not calculated as part of the students GPA.
- In many cases, courses with CR grades may not be used to satisfy major and/or minor requirements.
- No more than four courses with CR and DCR grades may count toward the 32 courses needed to graduate.
- Courses that are being repeated must be taken for a letter grade.
- To qualify for the Deans List, no more than one course in the given term may have the CR/DCR/NC grading option.

may be sent to registrar@hws.edu. Changes will be processed and recorded in PeopleSoft.

Student's Last Name

Student's First Name

Student ID Number

Minor

Year Level

Course Subject Code and Number (i.e., HIST 100-01)

Course Title

By signing this form, I confirm that I am requesting a change of course grading option for this full credit course to CR/DCR/NC and have read the policy and considerations above.

STUDENT SIGNATURE:

Date:

Paper forms may be submitted to the Office of the Registrar on the ground floor of Demarest Hall. Signed and scanned forms