Application for Credit/No-Credit Option

Students use this application to change the grading structure of a particular course from the traditional letter grading structure to a credit or no-credit option. Students who receive a C or better in the course will simply earn academic credit for the course. Students who receive a D or lower will earn no credit for the course. Regardless of the outcome, the student’s term and cumulative grade point average are not affected.

Requirements

Students must meet with their academic advisor to determine which courses they may apply for the credit/no-credit grading option. Additionally, the student must already be registered for the course before seeking to apply for the credit/no-credit option. Courses required for graduation are not applicable. Students may only take one course per term as credit/no-credit, and students are limited to using this option no more than six times during their academic career. Students who are currently on academic probation are not eligible to use this grading option.

Students must make sure of the following:

• The course selected under the credit/no-credit option may not be specifically required by the student’s department/academic program for graduation (the student’s academic advisor will identify, for its own majors, those electives which may be selected under this option).
• No more than six courses may be selected under this option during an entire undergraduate program.
• Only one course per term may be taken on a credit/no-credit basis.
• A student may not select or change the credit/no-credit option in any course after the second week of classes.
• Students on probation may not select the credit/no-credit option.
• Students must be officially scheduled for the courses which they would like to apply for the credit/no-credit option.

Once you have completed the application, please submit this form to your academic advisor for signature and processing.

First Name ____________________________________________  Last Name ________________________________________
University ID __________________________________________   Drexel Email ______________________________________

Term:                       _______ Fall                   ______ Winter                    ______ Spring                         _____ Summer
Course ID _____________________________________________    Section __________________________________________
Number of Prior Courses Taken with Credit/No-Credit Option ___________________________________________________________

By signing below, I certify that I have read the terms and conditions listed above regarding requesting a credit/no-credit option.

Student Signature _______________________________________________________________  Date _________________

Approving Officials

By signing below, I verify that the student and the course selected meet the criteria for the credit/no-credit option.

Academic Advisor Signature _______________________________________________________      Date _____________________

Date Received by University Registrar _____________________   Date Processed _____________________________

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