Application for Credit/No-Credit Option

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

Requirements

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 the advisor’s own majors, those electives that 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 first week of classes.
• Students on probation may not select the credit/no-credit option.
• Students must be officially scheduled for the courses that they would like to apply for with the credit/no-credit option.
• Your transcript will include a special notation indicating that the course was taken with 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 _____________________________