



Registrar's Office

Willamette University
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Waller Hall, 1st Floor
Salem, OR 97301
registrar@willamette.edu

Credit/No Credit Grading

Policy:

To be eligible to take courses on a Credit/No Credit basis, a student must be a full-time student, unless they are a last semester senior, and in good academic standing. An eligible student may declare a total of 12 credits to be recorded on a Credit/No Credit basis. Under no circumstances may a letter grade that has been recorded Credit/No Credit be revealed, even by petition. (Courses which have been designated exclusively for Credit/No Credit grading are not included among those courses a student may elect to declare.) Credit (CR) is equivalent to grades of A through C-minus. No Credit (NC) is equivalent to grades of D-plus and below. CR grades will count as part of the 124 satisfactory credits required for graduation, but CR grades are not computed in the grade point average.

After signing up for courses in the regular manner, students desiring to take a course on a Credit/No Credit basis will file the appropriate form with the Registrar's Office before the following deadlines: (1) for full-semester courses, 30 class days after the first day of classes; (2) for half semester courses, 15 class days after the first day of class. Once filed, this form may not be withdrawn or amended.

After the Credit/No Credit forms are filed and for the remainder of the semester, they shall be considered as privileged information. The Registrar may not reveal their existence to the instructor concerned or to anyone else. At the end of the semester, instructors will turn in letter grades in the usual fashion. The Registrar will then change the grade to CR or NC in the appropriate cases.

Consult the Academic Calendar (https://willamette.edu/offices/registrar/calendar/arts-sciences/index.html) for deadline dates, and the Registrar's Office if you have any clarifying questions.

Note: The Credit/No Credit option is only available for courses taken at the undergraduate College of Arts and Sciences.

I understand all of the conditions in the Credit/No Credit Policy, and I wish to register for the following course(s) on a credit/no credit basis.

Student Signature: \_\_\_\_\_
(Signature is not necessary if the form is sent from the student's Willamette email address)

Printed Name: \_\_\_\_\_ Willamette ID: \_\_\_\_\_

Section Name Course Title Credit Amount Instructor Name

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Office Use Only:

- Student is currently enrolled full-time, or is a final semester senior. (STRS / SGRD)
Student is in good academic standing (i.e. not on probation) (SACS)
Student has not already completed 12 CR/NC credits (TRCL, grouping CR/NC)

Processed by: \_\_\_\_\_ Date \_\_\_\_\_